

Anonymous Threat Considerations;

Please note, all threats are unique and should be handled specific to the threat received and the needs of the facility.

Pre-Event

- Familiarize staff with threat protocols (phoned, verbal, written, email, suspicious items). Bomb threat checklist should be near primary receiving telephone.
- Anonymous reporting mechanisms should be in place (phone, text, online).
- Enforce access control policies, and empower front office staff to deny entry when necessary. Be aware of “piggybacking” through security doors.
- Emphasize student reporting of threats, remind students not to prop doors, do not open doors for visitors. Staff and students should report suspicious behavior.
- Review protocols with law enforcement assistance. Invite law enforcement into the building to familiarize themselves with layout and enhance visibility. Invite law enforcement to come for lunch or to use parking areas to write reports (enhancing visibility).
- Create threat assessment team, including school administrators, law enforcement, outside law enforcement.

During Event

- Upon receipt of a threat, the lead administrator should call 911 and request that fire, law enforcement or emergency management personnel respond.

- Document how threat was received and collect evidence per protocol.

Phone -ask questions using bomb threat checklist
 -leave phone of hook and note number using caller ID
 -use recording equipment or tracing capability (depending on technology of phone)

Written -photograph item/location
 -secure item, while minimizing handling
 -document who all was present, and who is aware of the threat

Cyber -leave item on computer screen; take screen shot or photograph
 -if not received directly, document who notified staff of the threat

Verbal -note description of person making threat (name, race, clothing, hair, features
 -document exact wording of threat, physical behavior, and time of the threat

Suspicious Item -note visual description of item, take note of visible wires, stains, strange packaging
 - take photograph if able
 -note any strange odors coming from the item

- Consult with responding public safety officials and quickly determine whether it is best under the circumstances to **sweep in place** (keeping students in school), **evacuate**, or **lockdown** the school. Available information should be evaluated to weigh the potential risks of explosive devices inside the building, or risk of active shooter event inside or outside of the building. If evacuation is the chosen response with multiple threats, be sure to rotate evacuation routes and sites to make it more difficult for someone to pattern your evacuation responses and target evacuees with explosives, firearms.

- Communicate information to nearby school corporations and law enforcement jurisdictions to determine if threat is generalized area wide or school specific.
- Sweep and remain in place procedures:
 1. Staff members should scan their area of responsibility for any packages or items that could contain an explosive device (objects that they do not recognize as normally being present).
 2. If no such items are noted, staff should make a slash with masking or duct tape across the entrance door to the area (/) to indicate to public safety officials that they have swept the area and no suspicious items were noted. Take a roll to account for all persons in your area of responsibility in case evacuation is ordered at a later time.
 3. If any suspicious items are noted, they should not be disturbed. The staff member should then direct all people in the area to follow them to the lead administrator's office and inform the lead administrator or designee of his or her observations.
 4. Follow the lead administrator's instructions.
- Staff Sweep and evacuate procedures:
 1. If the sweep and evacuate option is announced, staff should quickly scan their area of responsibility for any packages or items that could contain an explosive device (objects that they do not recognize as normally being present).
 2. If no such items are noted, staff should use masking or duct tape to make a slash across the entrance door to the area (/) to indicate to public safety officials they have swept the area and no suspicious items were noticed.
 3. If any suspicious items are noted, they should not be disturbed and the staff member should notify the lead administrator or designee upon evacuation from the area.
 4. The staff member should then follow the non-fire evacuation protocol. Have students bring their book bags and other hand carried articles with them.
 5. Refrain from using cellular or digital telephones or portable radios during these situations unless a life-threatening emergency exists. In some extremely rare instances, radio frequency energy can trigger an explosive device to detonate. Explain to students that any electronic communication devices that are observed in use will be seized. Explain to the students that the use of such devices can pose a safety hazard.
- Lockdown procedures
 1. Make sure entrance points to the building near your location are locked immediately. If you are located in an area with a lockable door, gather all students in the vicinity into the room and lock the door.
 2. If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door.
 3. If possible, report your status to the lead administrator or designee by telephone or intercom.
 4. If possible, turn out lights and gather students and visitors into an area of the room where they are not visible to someone looking into windows.
 5. Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.
 6. Remain in place if the fire alarm system rings. Fire evacuation will be signaled by intercom announcement.
 7. Implement run/hide/fight response if necessary.

Post Event

- Communications to parents, staff/students should be made in collaboration with law enforcement to ensure transparency, but limiting information that would endanger investigation.
- Students and parents should get information from the school before social media or news outlets. Remind students and parents to use social media responsibly (unnecessary posts or comments will incite further threats and possibly make investigation more difficult). Sample below:

A joint statement from the (law enforcement agency) and (school corporation) in conjunction with state and federal investigating agencies

A threatening message directed at (Your School) was widely shared on social media this evening. Local law enforcement in conjunction with federal and state authorities has deemed that this threat is not credible. School will start on time Thursday morning and we have already begun collaborating with these agencies and will continue our school day with a heightened level of security.

The investigating agencies ask that you not share any threats or engage the subject in any conversation on social media and do not accept any friend requests. We are confident that our community can come together to support the investigative efforts without giving credence to these threats. If you have any information about this situation, please call the tip line established by (school corporation or law enforcement agency)

- Publicize prosecution of the offender, noting cost to the community. This could include cost of law enforcement efforts, overtime, lost instructional time.
- Review and update protocols